

# HEAD OF GOVERNANCE (VOLUNTARY)

## Introduction

The **England Touch Association (ETA)** is the governing body for the sport of Touch (also referred to as Touch Rugby) in England and is independent of both the RFL and RFU. We are recognised by and affiliated to the global governing body, the **Federation of International Touch (FIT)**.

The ETA has evolved from a committee of volunteers, into a not-for-profit company limited by guarantee with an accountable Board of Directors, a Senior Executive, developing paid workforce and an extremely loyal base of volunteers.

As the sport of Touch and our membership grow, we are aware that in order for us to be able to successfully and safely perform the duties of a national governing body, the ETA needs to develop with it. A critical part of this is the **good governance** of our organisation and the sport across England.

## Role purpose

The Head of Governance is a critical voluntary role who has responsibility to oversee the good governance of the ETA - both in terms of the governance of the organisation and our membership. As we grow the ETA and the sport of Touch, it is vital that decisions are taken effectively and in alignment with our Articles of Association and expectations of our members. You will therefore play a central role in supporting the ETA to achieve its goals.

This role will lead the ETA's implementation of good governance standards set by Sport England and the Sport and Recreation Alliance as well as potentially bringing in good practices from other sectors. You will have the opportunity to build a team of other volunteers around you, to:

- Support the ETA in achieving its strategic vision through good governance of the organisation and the sport of Touch Rugby
- Oversee development and implementation of ETA policies that meet good governance standards set by Sport England and the Sport and Recreation Alliance
- Monitor the ETA's compliance with relevant laws and regulations
- Maintain effective relationships and accountability among the various internal and external stakeholders

As part of a recent governance review, the ETA has updated its policies and processes in many areas of the organisation. There will be an ongoing need to ensure these policies are kept up to date, and embedded effectively. Over the last few years we have made changes to the ETA's Articles of Association (the key governing document for the organisation) through votes at our AGM. Keeping the Articles of Association relevant as the organisation and sport evolves is a key aspect of maintaining good governance.

## Responsibilities

- Ensure the ETA complies with its Articles of Association
- Oversee ongoing development and implementation of ETA policies in accordance with Sport England and the Sport and Recreation Alliance standards

- Ensure the ETA AGM is delivered effectively (working with CEO, Chairperson and Head of Membership)
- Deliver Rewards, Remuneration and Appointments Committee
- Accountable for successful operation of the ETA's Complaints, Grievance and Disciplinary policy (working with Referee Manager)
- Ensure new staff are issued with the ETA's standard contract
- Manage the annual declarations of interest process
- Oversee risk management process
- Putting into practice appropriate responsibility and guidance documents between the ETA and club/league members
- Support successful safeguarding through maintenance of ETA's records of Disclosure and Barring Service clearances (working with Safeguarding Officer and DBS Administrator)

## Person specification

The ideal candidate will have:

- A broad understanding of corporate governance, the voluntary sector and awareness of current issues in governance in sport
- The character to act as an ambassador and champion for governance within the ETA
- Probity and robustness
- Strong communication and interpersonal skills
- Ability to maintain confidentiality
- Ability to be a critical thinker and to challenge colleagues and yourself in order to reach balanced decisions
- Aptitude to work flexibly, remotely and effectively in a team

## Benefits

- #OneEngland workforce induction and welcome
- Training and development opportunities
- Inclusion in the #OneEngland workforce Rewards and Recognition Scheme
- Access to an ETA email address and Google Drive
- Membership of the ETA, including access to discounts, savings and offers of the AON Plus Scheme

**Hours required:** Flexible, but expect several hours per week

### Key dates/events:

- Spring: ETA Annual General Meeting (AGM) - currently virtual
- Every two months: ETA Executive meetings (virtual)
- Every six months: ETA Rewards, Remuneration and Appointments Committee
- Every two months: ETA Board meetings (attendance may be required by invitation)

**Reports to:** CEO

**Location:** Work from home.

## Becoming a part of the *#OneEngland* workforce

Our volunteers are our lifeblood, and we aim to provide the necessary training, support and development for you to be able to succeed in your role; as well as the right recognition of your efforts and achievements for you to feel valued.

You will receive an induction by the relevant team, an ETA email address and access to a Google Drive to store files and folders. You will become one of the team, accessing the newly launched Rewards and Recognition Scheme.

You will be listened to, consulted with and engaged in discussion. You will have a voice.

## ETA Vision, Mission and Values

**Vision:** By 2030 everyone in England is aware of and has the opportunity to enjoy the game of Touch.

**Mission:** To become the largest and most successful Touch organisation in the World, with one million people in England enjoying our game.

Our core strategy is to build the participatory player base across an inclusive and wide range of demographics and geographies throughout England. From there, we will provide a pathway to enable them (if they so choose), to move from grass roots Touch, through to playing opportunities locally, regionally and nationally.

### Our Values

#### ***INCLUSIVE***

**Our sport** is a sport for **ALL** and we will actively promote and make available opportunities for sustained participation in Touch to the greatest number and range of people.

#### ***TRANSPARENT***

Transparency is central to our fabric and underpins **our sport**. We will be open, ethical and set the highest standards in everything we do on and off the field, through honesty, integrity and fair play.

#### ***UNITED***

Success in **our sport** is only achieved by working together. We will inspire unity and collaboration in all we do. We are one team, with common goals and shared values.

#### ***AMBITIOUS***

We have a strong desire and determination to succeed in **our sport**. We will not limit our goals or imagination by present circumstance, we will envision ambitions beyond boundaries as we improve ourselves and the game.

#### ***RESPECT***

Characterises the basis of **our sport**. We will promote respect for players, coaches, referees, volunteers and all others involved in our game at every level. Everyone has something to contribute.